



# USAID | DOMINICAN REPUBLIC

FROM THE AMERICAN PEOPLE

Position: **Accountant**  
Grade: **FSN-09**  
To: **All Interested Candidates (Non Dominican applicants must possess legal Dominican residence and Dominican Cédula)**  
Opening Date: **June 05, 2015**  
Closing Date: **June 19, 2015**  
Work Hours: **Full time; 40 Hours/week**  
Salary Scale: **From RD\$731,568 to RD\$1,170,513.00)**

## **Basic Functions**

The Accountant reports to the Supervisory Accountant who in-turn reports to the Chief Accountant and is responsible for the operating expense, trust fund and program support budgeting, accounting and reporting for assigned segments of the USAID/DR program and client posts. The incumbent ensures all obligations against these budgets have proper funding and are correctly recorded in PHOENIX.

## **Qualifications Required**

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office through [santodomingoresume@state.gov](mailto:santodomingoresume@state.gov).

## Qualifications Required:

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

- a. Possession of a university degree in accounting, finance, business administration or social science is required.
- b. Level IV, fluent proficiency in both written and spoken English and Spanish is required. The incumbent must be capable of preparing technical reports and documents related to the operating expenses and trust funds in a professional and competent manner with little or no changes required prior to distribution..
- c. At least four years of progressively responsible experience in professional accounting, auditing or other financial management activity is required. At least two of these should have been with a US Government organization or other international donor organization in an accounting or financial management capacity.
- d. A thorough knowledge and understanding of professional accounting principles, theories, practices and terminology is required. An in-depth working knowledge of general accounting, budgeting, reporting, and prevailing customs and accounting practices. Must have strong computer skills.
- e. Excellent teamwork and cross-cultural communication skills and customer services oriented person.

**The Office of Human Resources will contact for testing purposes ONLY those applicants that meet all of the requirements.**

**ADDITIONAL SELECTION CRITERIA THAT MAY AFFECT THE FINAL HIRING DECISION INCLUDE BUT ARE NOT LIMITED TO: NEPOTISM, BUDGET, CONTINUITY IN THE POSITION, STAFFING GAPS, AND/OR THE NEED FOR THE APPLICANT TO HAVE A SECURITY CLEARANCE.**

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. All information required in the Universal Application for Employment (DS-174) must be complete and in accordance with the resume. Failure to do so will result an incomplete application.
5. The candidate must be able to obtain and hold an unclassified security clearance.

**TO APPLY**

**Interested candidates for this position must submit the following for consideration of the application (the three first options are required):**

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174), <http://www.state.gov/documents/organization/136408.pdf>
2. A current resume or curriculum vitae,
3. Including a copy of the Dominican Cédula.
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATIONS TO:**

Office of Human Resources

Subject of the message: "Name of the position that you are applying for"

E-mail: [santodomingoresume@state.gov](mailto:santodomingoresume@state.gov)

**POINT OF CONTACT**

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**APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS**

**June 19, 2015**

The U.S. Mission in Santo Domingo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.